

CORRECTIONAL CASE RECORDS MANAGER

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: September 23 - 25, 2002

Collective Bargaining Identification: S01

Job Analysis Conducted By: Mary Sue Bautista, Staff Services Manager I
Personnel Examining Section

Number of Incumbents: There are 49 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated July 31, 2002.

Names of the Subject Matter Expert(s) and their background:

Leavouia Donaldson, Correctional Case Records Manager, California State Prison, Sacramento (CSP), Sacramento

Ms. Donaldson has worked for the California Department of Corrections (CDC) for over 21 years. She is currently working at the CSP, Sacramento and has over 11 years experience as a Correctional Case Records Manager.

Sonya Cornejo, Correctional Case Records Administrator, CDC, Headquarters

Ms. Cornejo has worked for the CDC for over 13 years. She is currently working at CDC, Institutions Division, Case Records Services as a Correctional Case Records Administrator for over 6 years. Prior to that she was a Correctional Case Records Manager in CDC, Paroles for over 3 years.

Linda Hancock, Correctional Case Records Manager, Central California Women's Facility (CCWF)

Ms. Hancock has worked for the CDC for over 14 years. She is currently working at the CCWF as a Correctional Case Records Manager for over 7 years.

CORRECTIONAL CASE RECORDS MANAGER INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification

Other sources were viewed for information (e.g. California Department of Corrections Personnel Operations, Personnel Examining Section History File, State of New Jersey); however, the information was not relevant to the job analysis and therefore not included.